

**ADMINISTRATION OF PSYCHOTROPIC MEDICATIONS  
TO CHILDREN FOR WHOM DCFS IS LEGALLY RESPONSIBLE  
April 6, 2009 – P.T. 2009.07**

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**Section 325.40            Medication Approval Standards**

**Approval for Administration of Psychotropic Medication**

Written authorization from an authorized agent is required prior to the administration of psychotropic medication to a child or youth in the custody or guardianship of the Department.

The child's medical provider will contact the DCFS Consent Unit directly to obtain the necessary consent. The Consent Unit will provide the caseworker with a faxed copy of any consent or denial of consent for psychotropic medication that is processed for a child on their caseload. In addition, the Consent Unit will send the caseworker an e-mail via Outlook when a consent or denial has been processed for that child within the previous 24 hour period.

The caseworker shall place the written authorization in the child's record and shall give a copy to the child's current caregiver.

The caseworker shall record the prescribed psychotropic medication in the SACWIS Person Management Health Summary, and shall indicate that consent for that medication was obtained.

**Requests for copies of previously issued consents for administration of psychotropic medication**

When a caseworker is notified that a child on his/her caseload has been hospitalized, the worker shall immediately fax copies of all approved consents to the hospital.

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**Section 325.60            Children in Foster Care**

- a)**        Before being allowed to self-administer a medication, a child should be able to recognize and distinguish his/her medication, know how much to take and when to take it, know the reason for taking it, and understand the potential adverse reactions, side effects and/or other concerns for that medication. When medication administration requires more than the ability to swallow a pill, the child may be required to demonstrate the ability to self-administer that medication.

Authorization to allow a child to self-administer a prescription medication requires the consensus of the foster parent/relative caregiver, the caseworker and the prescribing physician. The physician should provide a written order to this effect. The caseworker shall obtain a copy of the order.

The caseworker shall place the written order in the case record and shall document in the child's section of the SACWIS Person Management Health Summary that the child or youth may self-administer that specific medication.

= **b)**

= **c)**

= **d)**

= **e)**